

Handbook

JUST THE FACTS!!

(Word to the wise student; Freshman, Sophomore or Other.)

DODGE CITY COMMUNITY COLLEGE

Fall 1992 Day and Night Classes Begin August 17, 1992



Required Testing:

All first-time, full-time students at Dodge City Community College are required to take the ASSET Test Prior to beginning classwork. The results are used primarily to place incoming students in the most appropriate level of English, math and reading courses. This is so that you will be successful in your classwork right from the beginning. We want all our students to be successful and we want to do everything we can to insure the best opportunities. Most students take this exam in advance, but for those who have not yet taken the ASSET, it will be administered in the Santa Fe Room in the Student Center on campus, **Saturday, August 15th, beginning at 8:00 a.m.**



Registration For Fall Classes, Pay Bills, Take I.D. Pictures:

Faculty Advisors, Student Services staff and Business Office staff will be available in the Student Center Ballroom (second floor) on **Saturday, August 15th from 9:00 a.m. to 12:00 noon** to assist those incoming students wishing to register for All classes, pay tuition-fees and housing bills, and have their I.D. picture taken. The campus Bookstore and the Financial Aid Office will also be open on this day from 9:00 a.m. until 3:00 p.m.

Students who have already completed the ASSET Test, have registered for the Fall classes, paid their tuition and fees and have had their I.D. picture taken, **need not attend** the Saturday morning session.



Night Students:

To accommodate your schedule, the Admissions Office will be open until 7:00 p.m. every Monday through Thursday during August. We can talk about classes, enroll, explore future plans and issue parking permits. Drop by or call for an appointment. See Bookstore section for evening hours.



Outreach Students:

Dodge City Community College is offering 135 classes in 12 locations. Contact your local outreach coordinator for more information or call the DCCC Outreach Office at 1-800-742-9519 ext. 325.



Bill Payment Deadline - August 17, 1992:

Tuition and fee payments for the Fall Semester are due in the College Business Office by **August 17, 1992.** Pre-enrollment in specific classes is not guaranteed unless payment is received by this date. This is only fair to all students as some sections fill up early and waiting lists are established for those seeking specific sections due to their scheduled classes or commitments. Payments may be made by mail or in person to:

Attention: Accounts Receivable
Dodge City Community College Business Office
2501 North 14th Avenue
Dodge City KS 67801

Payments may be made by check, cash or credit card (Mastercard or Visa).

➤ Student Financial Aid:

Most student attending Dodge City Community College benefit from some kind of student financial aid. However, no financial aid can be issued without the student making application. The application process is really not all that difficult, but does take some time to process. Financial aid checks are not issued until about October 15, 1992. For those who have made application for financial aid and have had their paperwork processed in advance, the College Financial Aid Office issues "**delayed payment**" authorizations to eligible students to permit these student to complete their enrollment and begin attending classes. The Financial Aid Office will be open per the following schedule to issue these "delayed payment" authorizations to eligible students:

By appointment beginning Monday August 3, 1992 and after.

Thursday, August 13	1:00 p.m. - 5:00 p.m.
Friday, August 14	9:00 a.m. - 5:00 p.m.
Saturday, August 15	9:00 a.m. - 3:00 p.m.
Monday, August 17	7:00 a.m. - 5:00 p.m.
After August 17th, Regular Hours, Mon-Fri.....	9:00 a.m. - 5:00 p.m.

✓ Payment Plans:

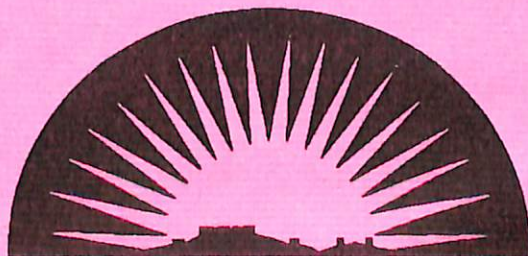
Generally, all students are expected to make tuition, fees, residence hall and other payments by cash, check or credit card (Mastercard or Visa) at the beginning of the semester in which enrolling and prior to the first day of classes. For those students awaiting financial aid, a provision for delayed payment is indicated above under Student Financial Aid. If a prospective student believes that there are specific circumstances which prohibit making any of these payments at the designated times, he/she may seek special consideration by talking with the Business Office Personnel. In certain circumstances a delayed payment authorization will be granted, but will require the student to sign a promissory note and a written plan for payments to meet the anticipated charges. Anyone who believes he/she has a "special case" should meet with the Business Office Personnel as early as possible and prior to the first day of classes. While courses at DCCC are inexpensive, these classes cannot be provided free of charge!

☞ I.D. Pictures:

All DCCC students and staff are required to have valid I.D. cards. Returning students who already have a card from last year need to bring their card to the Business Office during the first week of regular classes between 8:00 a.m. and 5:00 p.m., Monday through Friday, to receive the validation stamp for Fall 1992.

New students who have had their I.D. picture taken may pick up their validated I.D. cards in the Business Office when they pay their tuition and fees or during the first week of regular classes.

Any student who has not had their I.D. picture taken prior to August 15th may get this done on this date between 9:00 a.m. and 12:00 noon in the Ballroom. After this date, I.D. pictures are taken in the Student Services Office during the first week of classes between 8:00 a.m. and 5:00 p.m., Monday through Friday. Replacement I.D. Cards due to loss or mutilation require a \$5.00 charge.





New Parking Permit Required:

Upon the recommendation of the 1992 Student Senate and the concern of the College Administration for general campus security, a new campus-wide parking permit program will go into effect with the Fall 1992 term. **All students are required to have a parking permit and formally register their vehicle with the Campus Security Office.** The parking permit/sticker may be obtained in the Student Services Office during the first two weeks of classes between 8:00 a.m. and 5:00 p.m., Monday through Friday. Visitors will purchase a \$.50 cent daily permit from vending machines located in the parking areas. Workshop and seminar participants will receive a free day permit.



Residence Hall Check-In:

The first payment of \$325.00 for housing is due on **August 1, 1992.** Those students who have not made this first payment will not be allowed to check-in. When paying housing bills, it is requested that this purpose be noted on the check or reported to the Business Office representative, to insure that the payment is credited to the proper purpose. Students who will be living on-campus and have made appropriate arrangements for payment, may check in at the Residence Hall Office in Shelden Hall for their room assignment and keys per the schedule listed below:

All Students	Saturday, August 15	8:00 a.m. - 5:00 p.m.
New Students	Sunday, August 16	8:00 a.m.-11:00 p.m.
Returning Students	Sunday, August 16	8:00 a.m. - 5:00 p.m.



College Bookstore:

Course textbooks and supplies may be purchased in the College Bookstore located in the Student Center **beginning Monday, August 3, 1992.** Payment may be made by cash, check or credit card (Mastercard or Visa). Also, new student and returning student athletes (upon signing their scholarship form in the Athletic Office) can begin picking up their books on August 3, 1992. Students who are eligible for a delayed payment from the financial aid office can see a financial aid officer by appointment beginning Monday, August 3, 1992 and after (see the financial aid paragraph above for hours).

Special Bookstore Hours:

Saturday, August 15	9:00 a.m. - 3:00 p.m.
Sunday, August 16	10:00 a.m. - 1:00 p.m.
Monday, August 17	7:00 a.m. - 7:00 p.m.
(these hours will be continued as long as it appears needed)	

Regular Bookstore Hours:

Monday - Friday	8:00 a.m. - 4:30 p.m.
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College Activities Calendar and Student Handbook:

To get the most out of your college experience, students are strongly urged to get involved in student activities. The "when" and "where" information is found in the College Calendar. The student handbook lists student organizations and student policies. Both of these important documents are available "free", from the College Bookstore beginning August 15th. Get yours early!



Measles Vaccination:

DCCC Board Policy requires that all students seeking to enroll at the college must show proof of measles vaccination. Vaccination records are to be presented to the Records Office in the Student Center prior to the first day of classes.

➡ **Floral Design Students:**

The Floral Design I and Greenhouse Management classes are held in Building A of the North Campus of Dodge City High School, corner of First Avenue and Comanche Street, and **will not begin until Monday, August 31, 1992.**

☎ **Questions and Concerns????:**

After reading the above, if incoming students or their parents or spouse have any questions or concerns, you are urged to make contact with the appropriate college office as soon as possible. Some of the most often called offices are listed below:

Admissions Office.....	227-9278
Financial Aid Office.....	227-9336
Business Office	227-9216
Resident Hall Office.....	227-9304
Telephone Registration	227-9293
Athletic Office.....	227-9258
Dean of Students	227-9215
Dean of Instruction.....	227-9329
College Information Center.....	227-9
College Switchboard	227-9325
Outreach Office	227-9235
Toll-Free in Kansas	800-742-9519
Out-of-State.....	800-262-4565